

United States Bankruptcy Court Northern District of New York



TEMPORARY POSITION ANNOUNCEMENT One year and one day appointment

Announcement Number 15-ALB-01

Position: **Financial Technician**

Location: Albany, New York

CL/23 (\$31,652)

Position Open Until Filled

The Clerk of the United States Bankruptcy Court for the Northern District of New York is accepting applications for a **Financial Technician**. This position will be located in Albany, New York. The incumbent performs accounting and financial management activities to ensure the accountability of funds collected, deposited, distributed, and disbursed.

POSITION OVERVIEW AND DUTIES AND RESPONSIBILITIES:

The Financial Technician position is located in the Clerk's Office of the United States Bankruptcy Court for the Northern District of New York and reports directly to the Budget Analyst. The position provides a full range of financial support services to the court and functions in a technician's capacity responsible for funds received and disbursed by the court as well as other financial transactions and processing.

This position has regular interactions with judges, court managers and staff, Administrative Office personnel, attorneys, bank personnel, and the general public. Maintains, reconciles and analyzes accounting records, consisting of a cash receipts journal, registry fund and deposit fund as well as subsidiary ledgers for allotments and other fiscal records.

MINIMUM QUALIFICATION STANDARDS AND EDUCATION:

The incumbent must at a minimum have an Associate's Degree in accounting or business.

SPECIALIZED EXPERIENCE:

Must be proficient in Word, Excel, Access and other computer systems. Experience using FAS4T or similar financial system is a plus.

PREFERRED QUALIFICATIONS

Prospective candidates should have a minimum of one year of responsible financial experience and a solid knowledge of automated accounting systems. Experience should include: progressively responsible clerical experience, routine use of keyboard skills, the application of accounting terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Education beyond an Associate's Degree can be substituted for experience.

The ability to communicate effectively both orally and in writing is critical. Must have excellent interpersonal skills and be able to effectively communicate with staff; must be able to maintain complete and accurate records and files. Excellent organization skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential.

HOW TO APPLY:

Interested parties should submit a completed **AO78**, cover letter, resume, and writing sample (ie. Business Letter, Memo, etc.) by mail or email to:

AO78 form can be downloaded from www.uscourts.gov

Sean Garrow
Human Resources Specialist
U.S. Bankruptcy Court, James T. Foley U.S. Courthouse
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Albany, NY 12207

Sean_garrow@nynb.uscourts.gov

(Mark the envelope **Personal and Confidential**.)

Email of application materials in PDF format are acceptable.

INFORMATION TO APPLICANTS:

All appointees are "at will" employees subject to a one-year probationary period. The court will not pay for any travel or relocation expenses. The position offers full federal benefits and is subject to mandatory direct deposit. Employees are required to adhere to the code of conduct which is available for review upon request. Final candidates will be subject to a background check. **Applicants selected for a personal interview will receive a telephone call to schedule an interview. Only those applicants selected for an interview will receive communication from the court.**

*****EQUAL OPPORTUNITY EMPLOYER*****